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**MEMORANDUM FOR: Deputy Director for Management and Services**

**SUBJECT : Office of Personnel Report -- Week Ending  
7 December 1973**

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1. Conference: [REDACTED], Deputy Chief, Recruitment Division, attended the Southern College Placement Conference this week at Miami.

2. Clerical Advertising: Advertising for Clerks, Typists, Messengers, and Telephone Operators, which is running this week in the Washington Post and Washington Star, is receiving an overwhelming response. As of this date, we have received approximately 500 calls, arranged 250 appointments, held 50 interviews, and given forms to approximately 30 applicants.

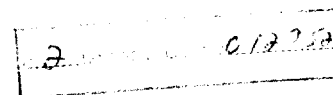
3. Co-Op Program: Northeastern University has hired a Co-Op Coordinator for Minority Students. The Agency's co-op coordinator spent Friday afternoon (30 November) with him. He seemed very receptive to placing students with CIA but admitted that he had very few black engineers and physical science majors which are 90% of our requirements. The university recognizes this situation and is using black engineers to talk to black students in the ninth grade to acquaint them with career opportunities in these fields.

4. Minority Recruitment: The Summer Intern Program will be included in the "company profile" in the next issue of the minority magazine, Equal Opportunity.

5. Retirement Booklet: [REDACTED], Chief, Personnel EUR Division, who recently returned from a TDY through the EUR area, reported that the booklet describing the Agency's Retirement Services Program was a "hit" with personnel at EUR stations.

6. Position Management:

a. The survey of the Office of General Counsel has been completed and a survey report developed.



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b. Information is being received from the Office of Finance on positions and staffing preliminary to the initiation of a survey in January.

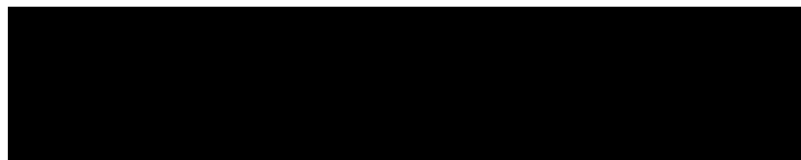
c. The survey of the Office of Strategic Research has been completed and the survey report is currently being reviewed.

d. A new Form 261 and procedures for completing it under the new ADP system are being developed.

7. Rehired Annuitants:

During the week I approved the following rehired annuitant cases for the Directorate of Management and Services:

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-- Office of Training --  
Independent Contractor.

Also, the following rehired annuitant was terminated:

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-- Office of Training --  
Independent Contractor.

8. Official Folder Review: We have had an increase in the number of employees asking to review their personnel folders. This week we had seven, which is nearly as many as we have had in any previous month.

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9. Reserve Speaker: Deputy Director for Plans, Defense Intelligence Agency, will speak to the members of the Agency's Military Reserve Unit on Monday, 10 December 1973, on the subject "The Defense Intelligence Agency." The meeting will be conducted in the auditorium and will start at 1745 hours.

10. Suggestions Awards: At their 5 December 1973 Committee Meeting, the Suggestion Awards Committee approved five awards totaling \$905 and recommended approval of two awards totaling \$3,300. The approved awards were:

**Directorate of Management and Services:**

**Office of Communications**

one award - \$100

**Office of Finance**

one award - \$200

**Directorate of Science and Technology:**

**NPIC**

two awards - \$100 and \$205

**Directorate of Operations:**

**MPS**

one award - \$300

The Committee recommended approval of the following awards:

**Directorate of Operations:**

**EA Division**

one award - \$2,000 (to be equally shared between two employees)

11. Health Insurance: As a result of the Open season which began on 15 November, the Underwriting Section has received 254 actions for enrollment or changes in the Federal Employees Health Program.

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Things to Come

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1. Work will continue on the surveys of NPIC, OGC, ORD, OSR, [REDACTED] and the Office of Security.
2. Continue work on retirement projections.
3. Applications for drawing of tickets for the Redskin play-off games will be distributed to EAA members next week.
4. Final preparations for the Christmas program will be completed.

F. W. M. Janney  
Director of Personnel

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O-D/Pers/[REDACTED]kmd (7 Dec 73)